

# WHEREABOUTS PROCESS - FLOW CHART

- Athletes receive quarterly notification from ASADA or FINA (and SAL) re: inclusion on RTP (Whereabouts) lists (generally three to four weeks and then again one week prior to due date).
- If Whereabouts are not completed, SAL usually (but not always) receives an email from FINA or ASADA to follow-up with athletes to ensure compliance.

- Athletes update their Whereabouts on ADAMS by required due dates AND keep their Whereabouts up to date on a daily basis as their plans change. **Athletes must ensure they are at their designated location for their one hour testing slot. All athletes should put a daily reminder in their phone 15 minutes before their 1 hour testing slot to prompt them to be at the appropriate location or update Whereabouts if needed.**

## What if you can't log onto ADAMS to change your Whereabouts?

**Step 1** – request a new password from the ADAMS website.

Once received, update your Whereabouts immediately and ensure your update has been saved.

If you don't get an **immediate response**, go to Step 2.

### ATHLETES ON THE ASADA RTP

**Step 2** - immediately contact ASADA at [athlete@asada.gov.au](mailto:athlete@asada.gov.au) to explain that you cannot access ADAMS + give them information on any changes to your Whereabouts.  
Keep a copy of all email communication.  
Request a new password.

**IMPORTANT:**

Copy in Swimming Australia at [lynn.fowlie@swimming.org.au](mailto:lynn.fowlie@swimming.org.au) in all communications with ASADA regarding access issues.

### ATHLETES ON THE FINA RTP

**Step 2** - immediately contact FINA at [dcwhereabouts@fina.org](mailto:dcwhereabouts@fina.org) to explain that you cannot access ADAMS + give them information on any changes to your Whereabouts.  
Keep a copy of all email communication  
Request a new password.

**IMPORTANT:**

Copy in Swimming Australia at [lynn.fowlie@swimming.org.au](mailto:lynn.fowlie@swimming.org.au) and ASADA [athlete@asada.gov.au](mailto:athlete@asada.gov.au) in all communications with FINA regarding access issues.

### IMPORTANT NOTES

Swimming Australia does not have access to ADAMS and cannot change your password for you. Document any attempts to log onto ADAMS (take screenshots) and keep your correspondence to FINA, ASADA and Swimming Australia.

## What if you receive notification that you have missed a drug test?

**Step 1** – Ensure your Whereabouts is up to date.

**Immediately phone Leigh Russell (SAL CEO) and notify Swimming Australia at [lynn.fowlie@swimming.org.au](mailto:lynn.fowlie@swimming.org.au)**

**Step 3** – Gather all your documentation in readiness for a response to FINA or ASADA as to why you missed a drug test. You will need to be able to demonstrate the efforts you made to be compliant (emails, screenshots, doctor's certificates etc.)

**Step 4** - Prepare your response to FINA or ASADA. If you need assistance email your response to [mark.osborne@swimming.org.au](mailto:mark.osborne@swimming.org.au) who can provide feedback before sending to FINA or ASADA.

From the date of notification, you will have 14 days to respond.

### IMPORTANT NOTES

Any combination of three missed tests and/or filing failures within a twelve-month period will result in a ban of up to two years